

Table 7: Guidelines for School Library Collections

Regardless of the size of the school, every school library has a collection of learning resources to meet the needs of the learners.

General Considerations

- The budget provides adequate funding to establish and renew the collection in every school. Additional funds are provided for resource purchases in schools that have more than one language of instruction.
- The collection is in good physical condition.
- The school library provides hardware, software, peripherals, and other equipment necessary for accessing and using the resources.

Physical Collection

- The book collection contains at least 4,000 items or 20 items per student, whichever is greater.
- For all schools, the ratio of fiction to non-fiction, including reference, is 15-30 percent fiction and 70-85 percent non-fiction/reference.
 - In schools with Pre-K to Grade 3 programs, the ratio may be adjusted to provide more fiction in the picture book collection.
 - In schools with Grade 6 to 12 programs, the number of non-fiction materials in physical formats may be decreased when there is access to a significant collection of virtual resources.
- In addition, the collection includes such other items as professional resources, periodicals, kits, DVDs, and multimedia materials.
- At least 70 percent of the collection has copyright dates within the last 10 years.
- Each collection is weeded regularly according to the policy of the school division.
- When the physical collection includes general reference materials, encyclopedias are no older than five years, and atlases, almanacs, and specialized encyclopedias are current.

Virtual Collection

- The school library provides access to a comprehensive collection of virtual resources focused on provincial curriculum outcomes, in addition to the physical collection.
- A variety of types of materials are provided including but not limited to reference materials, encyclopedias, journals, newspapers, specialized subject databases, and e-books.
- The virtual resources provided by the Multitype Database Licensing Program through province-wide licences, are included in the collection of each school.
- Access to online resources is available to students through a school website.
- Issues such as home access, acceptable use of the Internet, filtering, and technology restrictions are addressed in the school division policy.
- Online resources are reviewed regularly for content, currency, embargos, and other considerations.